



## Revenue Careers



**Tired of Diminishing Returns? Invest in a Great Career at Revenue!**

### Great Careers!

Explore opportunities with Department of Revenue! Revenue's dynamic team is comprised of dedicated professionals who fairly and efficiently collect revenues and administer programs to fund public services, and advocate sound tax policy. We provide great solutions and service by attracting and retaining the best talent and building a diverse workforce. Our employees are our greatest asset. As a member of Revenue's team, you have an important role in our agency mission.

### Great Talent!

The Department of Revenue employs approximately 1,000 people, including revenue auditors and agents, tax examiners, administrative law judges, property appraisers, foresters, and computer analysts.

### Great Location!

Revenue headquarters is located in Olympia, home to the state capitol. The city, located on Puget Sound's southernmost tip, is rich in history, culture, and natural

**Position:** Valuation Advisory Program Manager (WMS 2)  
**Division:** Property Tax

**Location:** Olympia, WA  
**Notice:** WMS 06-0002

**Opens:** February 21, 2006  
**Closes:** Open until filled, candidates are encouraged to apply by March 21, 2006

### Primary Duties:

This position is responsible for statewide administration of the Valuation Advisory Program. The primary goal of this program is to ensure fair and uniform assessment of property for the purposes of administration of local property assessment and taxation throughout the state of Washington. This program provides advisory appraisal assistance to counties, generates appraisal training for internal and external users, creates and updates relevant market and valuation studies and guidelines for statewide reference.

This position is responsible for the management and training of professional staff involved in this program, assuring appropriate implementation of existing tax policy and continually looking for process and policy improvement opportunities within these areas.

This position is the primary contact for all valuation-related issues, both internal and external. This position directly manages and oversees a program that encompasses the valuation of real property. The position directly supervises two Property & Acquisition Specialist 5s and one Property & Acquisition Specialist 4. Staff from this program are expected to produce well documented, accurate and professional appraisals, valuation guidelines, and appraisal training. Where applicable, other duties such as internal and external policy related research may be conducted. This position also has significant liaison responsibilities with other Property Tax programs, assessment personnel (both in-state and out-of-state) and appraisal experts, and may have contact with outside parties such as media or legislative bodies to the extent they are assigned by the Assistant Director.

### Compensation:

\$58,574 - \$71,567 annually (WMS 2), depending on qualifications. Outstanding benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory

beauty. Olympia's location provides easy access to the Cascade Mountains, Olympic Peninsula, and the Pacific Ocean.

### Great Benefits!

- Competitive salaries
- Excellent health and retirement benefits
- Generous paid vacation and holidays
- Promotion opportunities
- Cross-training opportunities
- Continuous learning opportunities
- Talented co-workers
- Meaningful and ethical work
- Serving citizens and making a difference

Visit us at [www.dor.wa.gov](http://www.dor.wa.gov)

### How to Apply

E-mail: [jobs@dor.wa.gov](mailto:jobs@dor.wa.gov)

FAX: (360) 664-0658

Mail: Department of Revenue  
Office of Human Resources  
Attention: Recruitment  
P.O. Box 47463  
Olympia, WA 98504-7463

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TO FUND  
WASHINGTON'S  
FUTURE**

service; deferred compensation plans; educational benefits program; 11 paid holidays; Commute Trip Reduction Incentives; flexible work hours; training; and state retirement plans.

### Desired Qualifications (Knowledge, Skills & Abilities):

Desired candidates will have substantial experience managing appraisal and/or technical staff. A demonstrated familiarity with complex valuation principles and concepts, appraisal standards, and mass appraisal techniques is strongly desired.

This position requires adequate technical skills in the areas covered by the Division, a command of overall property tax related issues, as well as a mastery of the basics of management. Strong leadership skills and a proven commitment to quality principles and processes are also necessary. Ability to effectively communicate orally and in writing with staff, elected officials, and tax representatives and practitioners; ability to plan, organize, and complete tasks within fixed timeframes; an ability to analyze and solve problems; knowledge of property tax laws and rules and national valuation trends and issues.

The successful candidate should have at least a Bachelor's degree involving major study in business or public administration, real estate, economics, finance, accounting or closely allied field and two years of management experience. Requires excellent oral and written communication skills and project management skills.

### How to Apply:

A letter of interest addressing your experience and qualifications relevant to the position, state application, with a resume listing name of employer, dates of employment, education, and a minimum of three employment references with current telephone numbers: one supervisor, one subordinate (if applicable), and one person outside your immediate work environment.

In addition, provide a response of no more than two pages in total to the following:

- 1) Describe your experience in the field of appraisal, including any experience reviewing the work of others and conducting training.
- 2) Describe one or two of your most significant professional accomplishments. For each, explain the problem or situation, your specific role, and the results achieved.
- 3) Describe your experience interacting with publicly elected officials and tax representatives of major companies.

You are encouraged to return a voluntary Applicant Profile Data Sheet. Applicant Profile Data Sheets can be downloaded at

<http://hr.dor.wa.gov/forms/ApplicantProfileDataForm.doc> Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

**Application materials must be received in the Office of Human Resources by 5:00 PM on the closing date of the recruitment announcement to the following address:**

Submit Applications to:

E-mail: [jobs@dor.wa.gov](mailto:jobs@dor.wa.gov)  
*please indicate position title in subject line*

Fax: (360) 664-0658  
*please indicate position title on cover*

Mail: State of Washington Department of Revenue  
Office of Human Resources  
Attention: Recruitment  
P.O. Box 47463  
Olympia, WA 98504-7463

**Special Note:**

Prior to any new appointment into the Department of Revenue, a background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability, who need assistance in the application/testing process, or those needing this job announcement in an alternative format, may call the Office of Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.

